

Michelle Slater

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OBJECTIVE: Seeking a position as a Executive Administrative Assistant in a reputed firm where I can grow & learn, as well as utilize the knowledge and expertize I have acquired.

EXPERIENCE

W.B Wells Construction Company

New York, New York

Executive Administrative Assistant

3/3/2009 to Present

- Handled correspondence for the executive office.
- Responsible for scheduling staff meetings, conferences and board meetings.
- Handled guest relations.
- Prepared and assembled media kits for marketing and public relations departments.
- Responsible for overlooking and arranging travel arrangements for executives of the firm.
- Maintain records of all incoming and outgoing correspondence.
- Assist with the selection, training, and assignment of personnel.
- Develop and implement policies and procedures in the operation of the company.
- Assist with the administration of the budget.
- Assist in compliance with legal and regulatory requirements of the various governmental agencies.
- Plan and organize the day to day procedures to provide for efficient operation of the Company.

McCormack & Wilson law Firm

New York

Administrative Assistant

3/3/2007 to 3/3/2009

- Manage and maintain executives' schedules.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Manage both incoming and outgoing correspondence.
- Responsible for managing and maintaining documents, records and files.
- Manageing schedules, stay and travel for clients and guests.
- Responsible for procurement and maintaining of office supplies.
- Prepare and maintain the agendas for company meetings.

EDUCATION

Sunnydale High School

New York, New York

High School Diploma

2002

State University of New York
Bachelors of Arts

New York
2006

LANGUAGES:

English, French, German, Spanish

REFERENCES: Available upon request